



## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT <b>EMPLOYEE INFORMATION</b>	POLICY NO. <b>609.1</b>	EFFECTIVE DATE <b>10/1/89</b>	PAGE <b>Page 1 of 1</b>
APPROVED BY: <b>original signed by:</b> <b>ROBERTO QUIROZ</b> Director	SUPERSEDES <b>709.00</b> <b>4/2/79</b>	ORIGINAL ISSUE DATE <b>4/2/79</b>	DISTRIBUTION LEVEL(S) <b>1</b>

### PURPOSE

- 1.1 To state the responsibility of Department of Mental Health (DMH) employees in keeping personnel information current.

### POLICY

- 2.1 Each employee of the DMH shall keep his/her respective supervisor and Personnel Office informed of any changes in address, telephone number, name, and parties to be notified in case of emergency. The Personnel Office shall treat this information as confidential.

### AUTHORITY

Department of Mental Health Policy